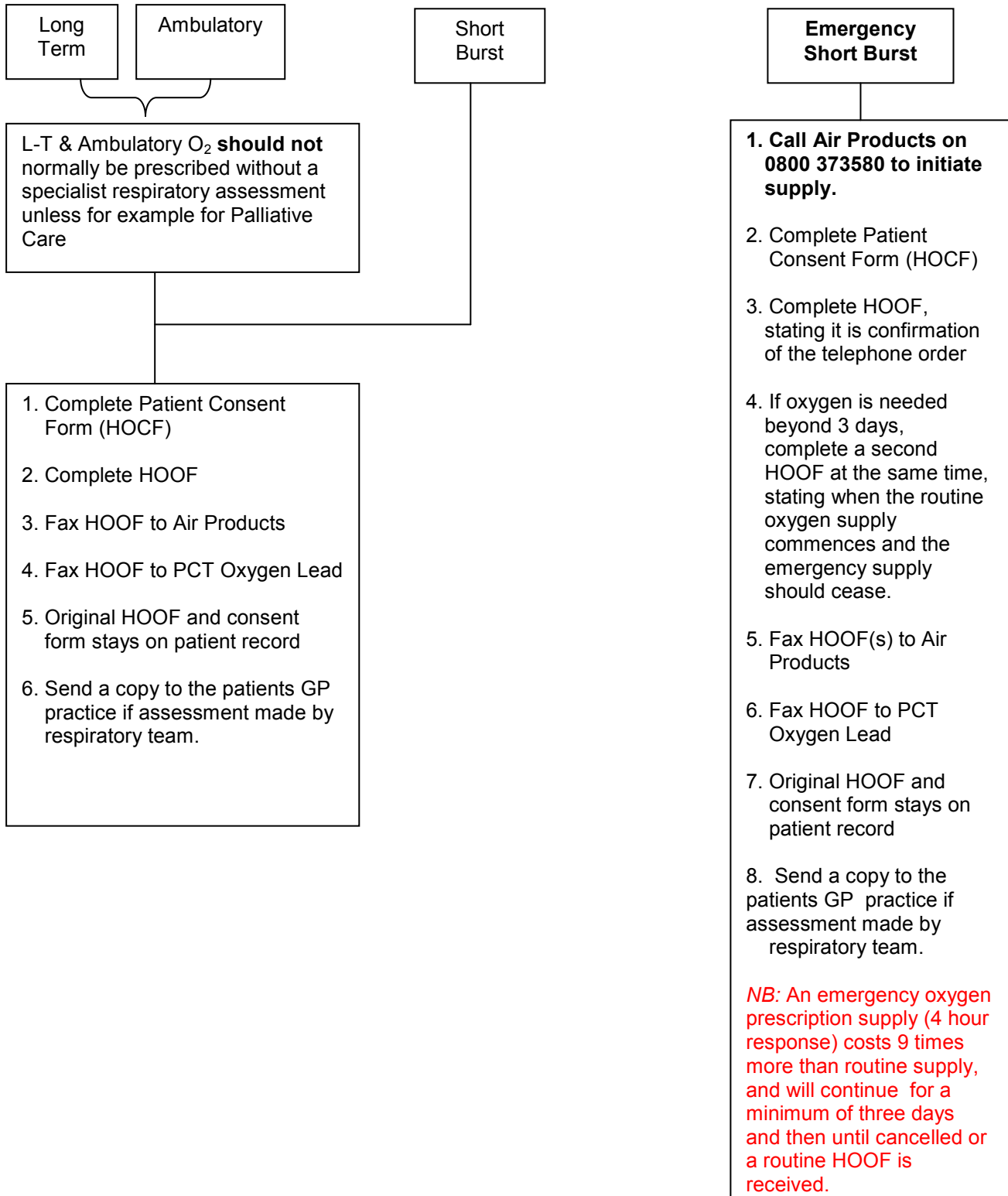


HOME OXYGEN ORDER FORM (HOOF) USER GUIDE

PATIENT NEEDS OXYGEN



Prior to hospital discharge oxygen SHOULD BE requested direct from Air Products by the hospital 3 days in advance of discharge.

1. *When to use the HOOF*

The HOOF replaces the FP10 prescription for oxygen and is required for all patients who use home oxygen cylinders from 1st February 2006. [Concentrator patients who do not use cylinders do not need a HOOF]. **Ambulatory or long-term oxygen should not normally be ordered without prior specialist respiratory assessment.**

Complete a Home Oxygen Consent Form (HOCF) at the same time as the HOOF for all new patients to obtain patient consent for sending the order to the supplier, Air Products, as they are 'outside' the NHS.

2. *Completing the form*

The form must be completed in full – omissions are likely to result either in delay in supply or a call from Air Products for clarification. Please note:

- You must confirm that patient consent has been obtained using the HOCF (tick-box).
- Modality of supply (boxes 7-9 on the HOOF) – sufficient information (e.g. flow rate, hours usage) should be given to allow the supplier to provide the most appropriate modality for the patient. In general, for short burst oxygen therapy 2 litres/min is an appropriate flow rate unless the patient has been assessed by a respiratory physician and an alternative flow rate suggested.
- The tick box relating to an oxygen-conserving device (box 14) should be ticked only if a device is NOT wanted.

3. *Emergency oxygen and out-of-hours supply*

Call Air Products on 0800 373580 to initiate a supply within 4 hours. Complete the HOOF and HOCF as above and fax the HOOF to Air Products as confirmation of the order as soon as possible. **If ongoing oxygen is needed (beyond 3 days), complete a second HOOF** so that Air Products know when the emergency supply ceases and the ongoing supply begins. *NB: An emergency oxygen prescription supply (4 hour response) costs 9 times more than routine supply, and will continue for a minimum of three days and then until cancelled or a routine HOOF is received.*

4. *COMPLETING THE ORDER*

Fax the HOOF to Air Products on 0800 214709. They will inform the patient about installation.

- **Fax copy to the PCT Oxygen Lead (Laraine Tuplin/ Sue Allen 01332 203046)**
- **File original in patient records**

5. *Holiday provision*

Patients should ask their GP to complete a HOOF for oxygen required while they are on holiday (within the UK). **Include the duration of supply and oxygen delivery address in box 13.**

6. *Where to obtain the forms*

GP practices – Derwent Shared Services – Outrams Wharf